

DDA 74-3870

3 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting to discuss changes in personnel control and reporting procedures under the single ceiling.

STATINTL PRESENT: [REDACTED]

The first question raised was whether or not the Agency and components should track staff and contract ceilings separately on an internal basis. The Office of Personnel is also concerned about the CSGA system. If contracts are added into the system it is likely to confuse the use of the device even further. At the same time there is likely to be a problem in adding contract jobs to the PCR and providing service designations for contract employees. During the phase-in of this control and reporting process a secondary manual system will be needed to maintain accountability for staff and contract personnel as there is now no interchangability between the two.

The internal management of the way various classes of personnel are counted against ceiling will have to be changed. At the present time disability retirees are not counted against a component or Agency ceiling. OMB may require us to count disability retirees against Agency ceiling, in which case we would run the risk of going over our ceiling figures. Mr. Oliver of OMB is concerned about our various categories of employment and we will be faced with continuing OMB challenges to our non-ceiling employment categories. OMB could cut money for our non-ceiling personnel and thereby force us to take personnel cuts without really getting credit for it. The Comptroller hopes for a single full-time ceiling with the non-ceiling positions controlled by money. This is a conscious decision on the Comptroller's part to run the risk of having OMB cut off our water.

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[REDACTED] is concerned about the Agency's policy on contract versus staff status and is anxious to see a regulation written which would provide definitions and guidance as to who gets what status. [REDACTED] commented that hopefully operators would hire on a contract basis when they find they have a need that is less than permanent for a particular skill. [REDACTED] thinks we could simplify OP's problem by treating all full-time positions the same whether they are staff or contract. We also need a better definition of part-time and permanent. [REDACTED] commented that the adjudication for this status should be based on fact, not

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necessarily a DD's identification. OP must establish systems for counting part-timers, temporaries, etc. They will probably use the same input mechanism (an 1152) as is used for staffers, but the coding will be changed for status indications. There are problems in OJCS on this. Two hundred programming hours are required to accomplish the change and the two people OJCS has assigned to this effort are already swamped with work. We should try to have a session with OJCS personnel involved with the problem.

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[REDACTED] noted that all of our reporting requirements are available except the less than full-time staff employees. He suggested modifying reporting system to be consistent with the way managers are currently budgeting. Summer-only employees represent the only charge against the 1148 subobject class. When the two-for-one part-timers are removed from the full-time ceiling count the money which they represent will be transferred to the 1148 subobject class. It would be best to make these changes as early as possible. The manual system for accounting can work except for Finance which uses the FAN system. Reporting will not be by resource package and will require translation. Before FY 1976 we must issue guidelines and very precise definitions to help components with the transition.

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[REDACTED]

DD/A Plans Staff

Att: DD/A 74-3738